



**Department of Health and Social Services
Division of Developmental Disabilities Services (DDDS)
Quality Working Group
October 16, 2014 - Meeting Minutes**

Meeting Location: DDDS Fox Run Site – Large Training Room, Bear, Delaware

Time: 9:30 p.m. – 12:00 p.m.

Facilitator: Kimberly Reinagel-Nietubicz, Controller General's Office

Minutes: Vicky Gordy, DDDS

DDDS Quality Working Group Members Present

Rep. Debra Heffernan	Jane Gallivan, DDDS
Rebecca Reichardt, OMB	Marie Nonnenmacher, DDDS
Kim Seigel, Research Director, Lt. Gov.	Gail Womble, Parent
Terry Olson, The ARC of DE	Debra Miller, Chimes
Verna Hensley, Easter Seals	Mr. Tull and Stevie Tull, Father and Son
Brian Hall, Autism, DE	C. Thomas Cook, DELARF
Terri Hancharick, Gov. Advisory Council	Debra Miller, Chimes
Teesie Bonk, Families Speaking Up & Down Syndrome Asso. of DE (via telephone conference)	Carol Kenton, Parent
Frann Anderson, DDDS	Gary Cassedy, Easter Seals

AGENDA:

- I. Welcome and Introductions
- II. Overview of Quality Standards – Frann Anderson
- III. Mission Statement Review and Discussion
- IV. Consultant/Survey Questions Discussion
- V. Next Meeting Topics and Date

I. Welcome Introductions

Meeting opened with Kimberly Reinagel-Nietubicz thanking everyone for participating and attending today's DDDS Quality Working Group. The Working Group agreed to move third agenda topic "Overview of Quality Standards" to the second agenda topic (as revealed above).

The Working Group reviewed the minutes from the September 18, 2014 meeting.

II. Overview of Quality Standards – Frann Anderson

Frann Anderson introduced herself to the Working Group to include her work history with the Division of Substance Abuse.

Frann presented The DE Developmental Disabilities Services: The Office of Quality Improvement to the Working Group. All agreed that the presentation was informative at touched on the following areas:

- Purpose of and what DDDS OQI does
- Long Term Care Resident Protection (LTCRP) Standards
- Community Living Arrangement
- Day Programs
- Program Evaluator's Survey Process & Visits
- Survey Reports (posting not currently available due to confidential information)
- National Core Indicators Program (contracted with U of D for students to perform surveys – Delaware first state to approach this way)
- Proposed Process & Changes

The presentation is attached to e-mail for your convenience.

III. Mission Statement Review and Discussion

Agenda item deferred due to time constraints.

IV. Consultant/Survey Questions Discussion

Agenda item deferred due to time constraints.

V. Next Meeting Topics and Date

Mr. Thomas Cook, DELARF suggested utilizing "Doodle" scheduling tool to determine next meeting date who will forward information to Kimberly Reinagel-Nietubicz to schedule next meeting.

Meeting adjourned at 12:10 p.m.